

Sedona Community Police Alliance

Volunteer Job Opportunities

Volunteer jobs listed below are those currently formalized for this program. Other skills and volunteer roles may also be useful. Please contact the Department Volunteer Coordinators for a more complete description of any volunteer job listed below or to inquire about other volunteer services you may wish to provide.

Evidence/Property Technician Assistant – Purpose is to assist in handling, transporting and disposing of evidence held by the Department. Primarily involves transporting evidence to state crime lab in Flagstaff. Each evidence transport will require 3-4 hours. Must be 21 years of age with valid AZ driver's license. Responsibility to maintain chain of custody to be sure integrity of evidence is not compromised. Work in teams of two.

Handicap/Disabled Parking Enforcement – Service primarily involves educating business and property owners about parking space requirements and taking enforcement measures regarding violators when appropriate. Minimum of 5 hours of service required monthly. Must be 21 years of age and have valid AZ driver's license. Will need to maintain good records of activities and be called on to testify in court.

Photo Line-up Database – Job is to scan arrest photos and create database of arrest records so officers can create photo lineup via computer. Uses "Access" database program. Basic computer skills are essential. Requires minimum of 2 hours per month after training. Activities located entirely in Department office.

Firearms/Range Master Assistant – Assist Department firearms range personnel in maintaining a safe environment and facility. Must qualify for concealed weapons permit and be familiar with weapons commonly used by range users. NRA Range Safety Officer Certification and Basic Handgun Training course completion are desirable. Minimum requirement of 6 hours per month.

Records Clerk Assistant – Serve Department customers as first contact for individuals visiting Department lobby. Respond to citizen's questions, provide information and report copies, process and file records, answer phones and transfer calls, computer input data records and purge files of outdated records according to Department and City guidelines. Minimum requirement of 4 hours per month.

Sex Offender Notification – Make legal notifications to schools and residents when a registered sex offender moves into a neighborhood. Most of the activity consists of handing out informational fliers in neighborhoods. Limited service time of 1-3 hours per notification (as little as 1-2x per year).

Radar/Speed Trailer Placement – Promote speed awareness and safety through placement and set up of trailer at designated locations. Must maintain trailer and download data from onboard computer system. Valid AZ driver's license required plus physical ability to handle trailer hitching and unhitching. Towing experience is helpful. Each transport and set-up or return to station requires about 1 hour.

Uptown Walk and Talk Patrol – Purpose is to provide a visible presence in the Uptown area to reduce criminal activity, build Department relationship with businesses and provide assistance to visitors and residents. Work is in pairs with shifts of 2 - 4 hours per outing. Physical ability to walk or travel throughout Uptown area is necessary. Should have strong skills in working and interacting with people.

Vacation House Watch – Check private homes and properties while owner is out of town to prevent burglary and other damage. Must have valid AZ driver's license and ability to walk around various types of property and terrain. Service shifts are 1-3 hours each.

Communications Specialist Assistant – Assist in handling and routing phone calls and lobby traffic during busy time periods. Must answer phone calls professionally, determine needs of citizens and make appropriate transfers of calls or other referrals. May occasionally need to deal with irate people. Service time may average 2 hours per week or as needed.

Weekend Fingerprint Detail – Provide fingerprint service to citizens at Department office on weekends. Must become proficient in process and policies regarding fingerprinting. Currently requires service of 3 to 3 1/2 hours on Saturday mornings. May also be needed for up to 2 1/2 hours of service on Wednesdays when P.D. personnel are unavailable.

Mounted Patrol Assistant – This volunteer job requires experience in handling horses, equestrian equipment and operating a vehicle with horses in tow. Will assist mounted patrol in cleaning, grooming, and preparing horses for detail use and clean up afterward. Must have valid AZ driver's license. Each detail may be 2-6 hours or more, depending on the circumstances.

Scrap Booking Detail – Assist in maintaining a chronological media archive of events involving the Sedona Police Department. Task involves reviewing local newspapers for stories related to the Department and placing them in chronological order in the appropriate binder. Time requirement is about 2 hours per month.

Vehicle/Fleet Maintenance Assistant – Drive or pick up Department vehicles and deliver to various destinations for service, repair and update of equipment. Assist with scheduling preventative maintenance and fleet cleanliness. Must have valid AZ driver's license, map-reading skills and basic computer knowledge. Service time is about 2 hours per week.

Volunteer Application Review Board – Conduct preliminary screening of applicants for the Sedona CPA volunteer program. Review applications and respond to applicants in timely manner to provide information about the program and schedule an interview. Conduct in-person interview of new applicants and forward information to the Department volunteer coordinator. Average service time is about 2 hours per week or as needed depending on number of applications. .